

STATE OF COLORADO

First Judicial District

Shirley Williams

Clerk of the Jefferson County Combined Court

Jefferson County Court and Administration Facility

100 Jefferson County Parkway

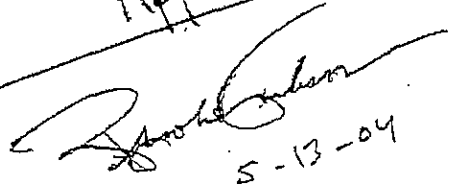
Golden, Colorado 80401

Phone (303) 271-6175

Amended 5/13/04

Changes in e-file procedures effective 5/1/04

Approved,


5-13-04

Signature lines

Require all signature lines to affirmatively state that the original signature is on file in the attorney's office. Documents which do not indicate the signature is on file will be rejected, unless accompanied by a notice pursuant to Rule 121, section 1-16, informing the court that a party has failed to execute the document.

Sample 1: Date: 3/31/04

Original signature on file
Joe Schmeggie

Sample 2: Date 3/31/04

Original signature of Leslie Schmeggie on file
Joe Schmeggie
Leslie Schmeggie
Attorneys at Law

Reason: Improved consistency. Court will know who signed original.

Domestic Cases

Require scanned signature pages on the following documents:

Affidavit of Financial Affairs

Affidavit for Non-Appearance

Separation Agreement

Parenting Plan

Stipulations (both those signed by counsel and by parties)

Reason: Attorneys are not consistent in following Rule 121. Should the issue of the legitimacy of a document arise at a later date the court would have the scanned signature available. Attorneys frequently change in DR cases, and it may be difficult for the court or party to retrieve the original signed document.